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Date: 13 MAR 1978 By

15 October 1958

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Report #41
Assessment and Evaluation Staff
8-14 October 1958

1. from the Office of Personnel discussed with C/A&E the possibility of obtaining assistance in the training evaluation aspects of the course the Office of Personnel is planning for its own personnel officers. It was agreed that the A&E Staff would participate in two ways: (1) By limited participation of its personnel in that part of the teaching program concerning the JOT program and the functions of the A&E Staff, and (2) By assisting the instructor in managing the course from the standpoint of effective teaching, and assisting in the development of evaluation material.

2. C/A&E discussed with the possibility of using the Basic Management and Supervision courses as a medium for informing supervisors on the uses of the Assessment and Evaluation Staff. It does not seem appropriate to include a lecture on the functions of the A&E Staff; rather the instructors in these courses should be thoroughly familiar with A&E functions so that they can bring A&E services up as appropriate during case discussion. With the intent, therefore, of accomplishing this briefing, will endeavor to attend the next CSR lecture that C/A&E gives.

3. The Research Branch has completed a study on the relationship of aptitude and proficiency test scores to successful completion of the clerical refresher courses--Typing Techniques Review and Shorthand Theory Review courses. Probably the most significant finding concerns the Shorthand Theory Review. Those returned to the refresher course are, in general, those with less aptitude than an EOD sample of stenographers. The aptitude of those who do not meet the refresher course standard is still less. The implication of these findings is that our hiring standards may be too low where stenographers are concerned. This study points out one of the hidden costs, e.g., extra training required when minimal hiring standards tend to be low. At present, the A&E Staff is making no recommendations to C/IS, who requested this study originally. These findings will be discussed with him in detail. Following this, it is intended to discuss them with C/POD/OP.

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4. Attached is a memorandum on a recent debriefing of a JOT resignee. In this instance, I don't think we uncovered anything that would lead to a conclusion different than that of C/JOTP. I thought you might be interested in some of the greater detail, hence the attachment to this report.

5. JOT Training Program: On 13 October C/TEB [] had a discussion with C/JOTP regarding the content of training evaluation reports on JOT's. Specifically, they considered the applicability of kinds of statements included in a recent training evaluation report received by C/JOTP from the Foreign Service Institute. In our judgment, the plans for training evaluation reports in the JOT Integrated Training Program should facilitate observing and reporting the kinds of information C/JOTP wants.

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6. [] continued to work with instructors in the Survey of International Communism Course on the development of examination scoring guides and procedures. In addition, she [] worked with [] Chief Instructor for the course, on developing a written student briefing for the project work, which will occupy some 30 hours of each student's time. Also arrangements were made with [] on use of the Instructor Observation Report Form in his course.

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7. [] was elected as a Fellow in Evaluation and Measurement at the September meetings of the American Psychological Association.

[]

Chief, Assessment and Evaluation Staff

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